

**Pocono Township Board of Commissioners
Special and Regular Meeting Minutes
November 20, 2017 5:00 pm**

President Werkheiser called the meeting to order at 5:00pm with the Pledge of Allegiance.

Roll call -

President Werkheiser – Present
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gmandt – Present

There was no public comment at this time.

MOTION by Commissioner Coover, seconded by Commissioner Gmandt to appoint Chris Ortolan as an alternate member of the Zoning Hearing Board with a term to expire December 31, 2019.

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner DeYoung to appoint Steve VanAuken as an alternate member of the Zoning Hearing Board with a term to expire December 31, 2018.

All in favor
Motion Carried

Public Comment – No public comment was received

Discussion occurred on budget until 6pm at which time the regular meeting convened.

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive Session was held November 13, 2017 for personnel matters.

Sign Ordinance Hearing will be held December 4, 2017 at 5 p.m.

Public Comments on matters not on the agenda: None

Presentations: None

Approval of Minutes:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the November 6, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the November 9, 2017 Budget Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to accept the November 13, 2017 Special Meeting Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to accept the November 16, 2017 Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to ratify the check list for the prior period dated November 20, 2017.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Check and Transfers listing, with the exception of reimbursement check #56422, dated 11/15/2017, for November 20, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:

Bob DeYoung – Vice President: None

Jerry Lastowski – Commissioner: House Bill 1620 which allows wireless antennas for cell phones to go into the public right-of-way, taking away municipalities ability to set standards for the right-of-ways, and the effect it would have on the budget, was discussed.

Chris Ortolan, Township Resident, commented the dead zone on cell phones would be eliminated.

Commissioner Coover will contact PA State Representative, Jack Rader, to get further information.

Judi Coover – Access to Helicopter Services: Commissioner Coover asked Rodney Wolfe, St. Luke's Ambulance, what the process would be if a resident of Pocono Township was in need of medevac and whether the closest helicopter would be used. Rodney indicated the provider determines the care needed and calls Monroe County Dispatch who then contacts a third agency that follows an algorithm to determine what helicopter to dispatch. Rodney will look into this issue and inform the township manager how the process is handled. Discussion followed.

Commissioner Coover announced Steven VanAuken and Chris Ortolan as appointed alternates to the Zoning Hearing Board.

Ellen Gndt – Commissioner: None

Reports:

The Police and Fire reports were received by the Commissioners.

Rodney Wolfe, St. Luke's Ambulance, reviewed the October statistical report. St. Luke's Emergency Transport Services leadership has changed. Mark Lohman has been appointed as Network Director of St. Luke's University Health Network Ambulance and Transport Services and Rodney Wolfe has been appointed Director of Operations for St. Luke's University Health Network Ambulance and Transport Services.

Finance Committee Report: Commissioner Lastowski – Discussion followed on moving monies to pay down a high-interest loan with ESSA, and various short-term investment options paying higher interest rates. Commissioner Gndt will contact banks to inquire about interest rates.

Sewer Committee: Commissioner Coover discussed properties having no laterals and deferrals. Barbara Ballard, Township Resident, will be refunded the tapping fee she paid and Samuel

Counterman, Township Resident, will be refunded what was paid to BCRA. Both will be listed as deferred in the records. The reasons for deferrals and the importance of recordkeeping were discussed.

Administration – Manager's Report:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to have the millage for 2018 remain the same as 2017.

EG-No, RD-Yes, HW-Yes, JL-Yes, JC-No
Motion Carried

Chris Orlotan, Township Resident, inquired whether the Township has a 3 to 5-year capital expenditure budget. It was noted that the Township has a capital expenditure budget for police cars and public works vehicles but not one for the buildings.

Rich Wielebinski, Township Resident, inquired whether it would be beneficial to bring in PFM to run numbers and determine if lower sewer rates were feasible. Discussion followed.

Mike Tripus, Township Resident, suggested taking a conservative approach with the sewer budget.

Silvio Vitiello, owner Pocono Brewery Company, spoke of the high cost of monthly sewer usage for businesses.

Discussion followed.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve the Police Union Collective Bargaining Agreement in effect January 1, 2016 through December 31, 2019.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve the HRA Adoption Agreement for 2018 with Highmark.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to appoint Zelenkofske Axelrod, LLC as auditor for the 2017 audit at a cost of \$15,500.00.

All in favor

Motion Carried

Motion made by Commissioner DeYoung, seconded by Commissioner Coover, to authorize the Township Manager to post the availability of free used file cabinets first to not-for-profits and then to Township residents.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to approve the professional services proposal from Phillips & Donovan Architects, LLC for \$10,420.00 to provide a space needs assessment, conceptual design and project budgeting for possible expansion options at the Township Municipal complex and other Township owned properties.

All in favor
Motion Carried

Public Works Report:

Motion made by Commissioner Gndt, seconded by Commissioner Coover, to approve the job description for Road Master

EG-Yes, RD-Yes, HW-Yes, JL-No, JC-Yes
Motion Carried

Chris Ortolan, Township Resident, questioned whether the road crew would continue where they left off with the repairs this season or start fresh next year. Discussion followed.

Township Engineer Report:

Status Report on Sewer Redesign: An update was given by Township Engineer on hardware installed in the Township Building for monitoring Pump Stations #1 through #5. Final adjustments are being worked on that need to be made before the valves are physically put into place. Work is progressing according to planned.

Route 611 Sewer Line Relocation Work Update: Township Engineer indicated PennDOT's plan is to move the channeling devices into the center median and plow the snow toward the center and outside edges of Route 611. Clarification of lane closures will be given at a later date.

Jerrold Belvin, Township Resident, questioned how an emergency vehicle or fire truck would be able to pass vehicles on 611 if the snow is plowed according to PennDot's plan.

Angela Tullo, Township Resident, indicated something needs to be done so emergency vehicles can pass without creating a further hazard.

Discussion followed.

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Payment Application #1 to The Milnes Company for \$14,073.30 as part of the approved \$281,865.00 Control Valve Replacement project as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gmandt, to approve Payment Application #2 to The Milnes Company for \$12,663.00 as part of the approved \$281,865.00 Control Valve Replacement Project as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner DeYoung, seconded by Commissioner Lastowski, to approve Invoice No. 1 to Keystone Engineering in the amount of \$49,281.98 as part of the approved \$135,500.00 SCADA Upgrade contract as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Invoice No. 2 to Keystone Engineering in the amount of \$13,924.86 as part of the approved \$135,500.00 SCADA Upgrade contract as recommended by Boucher & James.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to authorize the Township Solicitor to advertise for a public hearing on December 18, 2018 to consider the vacation of a portion of Wiscasset Avenue.

All in favor
Motion Carried

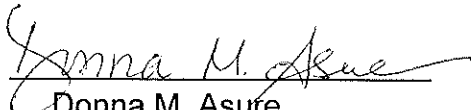
Township Solicitor Report: None

Resolutions and Ordinances: None

Public Comment: None

1. **Motion** made by Commissioner DeYoung, seconded by Commissioner Gndt, to adjourn the meeting at 8:12 p.m.

All in favor
Motion Carried

Submitted by: 
Donna M. Asure
Township Secretary